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various library schools and training classes. Marion Horton, however, speaking for the School Libraries Section, told of the interest of that section in the preparation of candidates for school library work, and of the compilation of data as to the content of library school courses with a view to its bearing upon this.

Officers of the Section for 1921-22 were elected as follows: Chairman, Sidney B. Mitchell, University of California Library School; Vice-Chairman, Lucy L. Morgan, Detroit Public Library; Secretary, Edna M. Hull, East Junior High School Library, Warren, Ohio.
EVA G. LESLIE,
Secretary pro tem.

PUBLIC DOCUMENTS ROUND TABLE

The Public Documents Round Table was held at the New Ocean House, Swampscott, Massachusetts, June 22, 1921, at 9:30 A. M. H. H. B. Meyer, chairman, presided.

At the meeting of the Documents Round Table at Colorado Springs, Jessie M. Woodford gave a very interesting account of the way documents were treated and circulated in the Chicago Public Library. To meet the demand for further information a Sub-Committee on the Popular Use of Documents in Public Libraries was appointed consisting of Jessie M. Woodford, chairman, Edith Guerrier, Emma O. Hance, Jane P. Hubbell, and Althea H. Warren.

This committee during the past year circulated a questionnaire, the results of which surpassed all expectation, and has brought together a mass of first-hand information concerning the practice and wishes of public librarians throughout the country in handling public documents.

The presentation of an informal report by Miss Woodford at the Swampscott conference resulted in the adoption of the following resolutions. A fuller and more detailed statement, being the actual report of the Sub-Committee, follows the resolutions. It may be of interest to know that the information gathered by the Sub-Committee is being placed at the disposal of the Superintendent of Documents, the Public Printer, and the Chairman of the Joint Committee on Printing, and will undoubtedly be of material assistance in making the final form of the Printing bill, still pending before Congress, more satisfactory to librarians throughout the country.

The following resolutions were adopted:

Whereas, a great number of libraries in answer to a questionnaire have expressed a desire for certain changes in the printing and decorating of the covers of U. S. Documents, which changes would simplify and lessen the cost of preparing the documents for circulation by the libraries, therefore be it

Resolved, that it is the sense of the Documents Round Table that the following changes in covers, printing and decorating of public documents would lessen cost of preparation for circulation in libraries:

- (1) Uniformity in size.
- (2) Uniform place for official designation, series, numbers, titles, etc.
- (3) More substantial covers, at least stiff paper or boards on the more popular documents.
- (4) Continue illustrations on Farmers' Bulletin but reserve uniformly a blank space for library call number.

Whereas, there is a great need of certain documents for the immature students and for the untrained and non-technical worker, and the necessity for a more widespread and intelligent understanding of American principles and problems on the part of the common citizen, native and foreign-born; Therefore be it

Resolved, that the Documents Round Table of the A. L. A. commend to the attention of the various departments and bureaus of the National Government the publishing of more documents in a style and form calculated to reach the less educated reader, and the adapting of documents already published to that end; calling attention to the publications most needed and possibly susceptible to such treatment, as revealed by a survey of the actual needs of the libraries of the country made by the American Library Association; and be it further

Resolved, that the Committee on Public Documents or a sub-committee thereof give further study to the survey that has

been made with a view to making definite recommendations to the various departments and bureaus in connection with the above resolution.

Whereas, Public Libraries are the real educational extension centers of the people, conducted for the benefit of the people, and paid for by the people; and

Whereas, for this reason they are pre-eminently fitted to deliver to the people the information issued in printed form by the United States Government; and

Whereas, certain existing conditions with regard to the receipt of publications render such service difficult and in some cases impossible; Therefore be it

Resolved, that the Documents Round Table of the American Library Association in conference at Swampscott, June 25, 1921, respectfully requests,

(1) That all depository libraries shall receive Government printed matter *as soon as it is issued*;

(2) That libraries shall, with the exception of State Libraries, which should receive everything published, be allowed to select the publications they desire, and that only those selected shall be sent them by the Superintendent of Documents;

(3) That libraries shall be allowed as many copies of a publication as they need for the use of their community with the understanding that these documents are to remain the property of the library; and that these publications be furnished by the Superintendent of Documents free of charge.

Be it further resolved that a copy of this resolution be sent to the Government Printer, to the Superintendent of Documents, and to the Joint Committee on Printing.

Whereas, the *Checklist* of United States public documents, covering the period from 1789 to 1909, inclusive, was issued by the Superintendent of Documents in 1911 and has proved of invaluable service to all libraries; and

Whereas, eleven years have elapsed since the period covered by that checklist and neither a supplement nor an index thereto has been compiled, both of which are absolutely essential for making information concerning the Federal Government publications available to the public; and

Whereas, the fact that no Document Catalogs have been issued since the one which covered the period ending June 30, 1915, for the 63d Congress, has been attributed to inadequate appropriations for

cataloging in the Superintendent of Documents Office, therefore be it

Resolved, that we, the members of the American Library Association assembled at the Public Documents Round Table, Swampscott, Mass., June 25, 1921, respectfully urge the importance (1) of bringing up to date the series of Document Catalogs, and (2) of issuing by the Superintendent of Documents at an early date a supplement to the *Checklist* and an index to both the *Checklist* and the supplement; and *be it further*

Resolved, that Congress be respectfully urged and requested to appropriate a sufficient sum of money to carry out the purpose of this resolution; and *be it further*

Resolved, that a copy of this resolution be sent to the Public Printer, to the Superintendent of Documents, to the Chairman of the Joint Committee on Printing, U. S. Congress, and to the Chairman of the Appropriations Committees of the Senate and House.

REPORT OF THE SUB-COMMITTEE ON THE POPULAR USE OF DOCUMENTS IN PUBLIC LIBRARIES

THE SURVEY'S STORY AS TOLD BY THE QUESTIONNAIRE

"It seems to me that you are starting out on very practical lines to make some improvements in public documents. They are much needed and I wish you the best of success."

"I am sure publicity methods are much needed and hope some practical suggestions will appear at the A. L. A. meeting."

"I shall be interested to know the results of this investigation and to have any practical suggestions which we might use to advantage."

"If the A. L. A. would get this matter [distribution of documents] straightened out, it would deserve a halo."

"I am certain that librarians in small libraries like ours where we feel the urge of so many things, might all profit by an exchange of ideas such as your committee plans for."

These words alone have made the survey worth while, and although it has not gathered up the war emergency methods as fully as we desired, it has developed into a frank statement of problems, needs,

opinions and suggestions which in their practical results may be far more potent to the progress of document work.

The Committee presents not a perfect report in efficient form; only a very human document, with many faults, but speaking for the three hundred librarians who responded, many of them "harassed spirits" trying to make dollars, visions, and human strength agree.

The replies have most of them shown a real interest in the subject. A few librarians acknowledged the questions and said they did "little with documents"; the majority have given time and effort to assist not only the Committee but the object of its work by replying in as full and comprehensive a manner as they felt the subject required, and have shown a splendid spirit of co-operation.

Those of you who have had experience with surveys know that to be actively connected with one is a liberal education, and that it moves slowly. So slowly did ours progress that at times I feared that it might never reach Swampscott (some of the returns came in the week before the meeting), but the fine spirit of my co-workers kept it ever moving toward the goal.

As figures have a way of not being always truthful or accurate, and as misinterpreted questions have led to replies which may make deductions and totals erroneous, all figures in this report are approximate only.

Inquiry has come many times as to why the survey was limited to public libraries, and a word of explanation is no doubt due. It was with no reflection upon the splendid work that is being done in the large number of college and special libraries using documents, that public libraries alone were selected to receive the questionnaire, but that as the popular use, at least as related to community circulation, had necessarily been limited to public libraries and had developed during the war with such marvelous results, it was felt that the methods by which these were accomplished should be preserved for practical use and to encourage extension. Perhaps it is well also

to confess that our appropriation was limited. If the present status of document work is to be fully known, the survey should be carried into the library fields omitted, for the expression of these libraries on several of the questions will be most important when considering various changes in document service.

The Committee decided at Colorado Springs that not more than twenty libraries in a state should be chosen, but, alas for our knowledge of library conditions in our own country! Many states have less than that number of libraries of all kinds. Your chairman decided that libraries should be selected automatically by the number of volumes in library (a very unfair standard, I admit, but these figures were more easily obtainable than those of income) and as this was a document survey, the U. S. Government figures were used (not always correct) taken from the *Educational directory*, edition of 1919-20, revised by the later one of 1920-21.

To divide the work between the members of the Committee, the states were assigned by their geographical location to the nearest member, being graded so as to allow a fair representation from each state; the states with the largest number of libraries having a higher selective number. The grades were as follows:

Grade 1, selective number 13,000 volumes and over.

Grade 2, selective number 10,000 volumes and over.

Grade 3, selective number 9,000 volumes and over.

Grade 4, selective number 7,000 volumes and over.

Following are the states by grades.

Grade 1

Connecticut	Rhode Island
Massachusetts	District of
New York	Columbia

Grade 2

California	New Hampshire
Illinois	New Jersey
Indiana	Ohio
Iowa	Pennsylvania
Maine	Vermont
	Wisconsin

Grade 3

Alabama	Kentucky
Colorado	Michigan
Delaware	Minnesota
Kansas	Texas

Grade 4

Arizona	New Mexico
Arkansas	North Carolina
Florida	North Dakota
Georgia	Oklahoma
Idaho	Oregon
Louisiana	South Carolina
Maryland	South Dakota
Mississippi	Tennessee
Missouri	Utah
Montana	Virginia
Nebraska	Washington
Nevada	West Virginia

Wyoming

New England, 6 states, 204 libraries selected.

Central and South Atlantic, 11 states, 153 libraries selected.

Central and Southern, 10 states, 159 libraries selected.

Middle West, 7 states, 151 libraries selected.

Western, 15 states, 158 libraries selected.

Even with the very low selective number of 7,000 volumes, some states had only one public library, and several but two or three.

Eight hundred twenty-five questionnaires were sent out and two hundred ninety-five replies were received, or thirty-five per cent, a little above the one-third average that is usual for surveys. Seven states failed to send any answers, and we allow them the benefit of "Lost in the mails."

Returns by state groups were as follows: Middlewest, returned 50 per cent of its quota.

Central and South Atlantic, returned 36 per cent of its quota.

Western, returned 36 per cent of its quota.

Central and Southern, returned 34 per cent of its quota.

New England, returned 27 per cent of its quota.

Each library was also graded; this was done so as to group them by size, etc. The following grades were chosen, as having similar needs, problems, and equipment:

First grade, 100,000 vols. and over.

Second grade, 50,000-100,000 vols.

Third grade, 25,000-50,000 vols.

Fourth grade, 7,000-25,000 vols.

Below are given the number of libraries

and percentage for each grade, and the number of replies in each grade with percentages:

First grade, 62 lib., 8% total lib. Replies

41, 66% of grade, or 14% of whole no.

Second grade, 74 lib., 9% total lib. Replies

55, 74% of grade, or 19% of whole no.

Third grade, 161 lib., 20% total lib. Replies

68, 42% of grade, or 23% of whole no.

Fourth grade, 525 lib., 63% total lib. Replies

131, 25% of grade, or 44% of whole no.

It will be noticed that the fourth class predominates; that is, the libraries containing between 7,000 and 25,000 vols. Therefore the replies represent, to a great extent, the problems of the smaller libraries, and give facts as to where there is the most need for help.

Question 1: Is this a depository library?

One hundred and five libraries reported as depositories of the Government. This differs from the list as given in the *Bureau of Standards Publications of the Bureau of Standards for 1920, Supplement 3, to Circular 24*. This lists four hundred and forty-one depositories, of which one hundred and fifty-one are in public libraries, leaving two-thirds in university, college, special reference, normal and high school libraries.

Question 2: Are books and documents kept separate?

In depository libraries documents are usually kept separate. Sixty-five depositories reported separate collections; sixteen together, twenty-three both methods, and one did not report. In other libraries documents are placed with regular circulating or reference collections. Some use both methods—duplicates, state documents, monographs, cataloged and bound volumes are placed with circulating collections; series, uncataloged, U. S. documents, and pamphlets are filed separately.

Question 3: Are documents cataloged?

Circulating bound documents are usually cataloged; pamphlets not, depending upon the printed lists and indexes for subjects and references. Eighty-two libraries catalog all documents, one hundred nineteen catalog part of collection, sixty-five do not catalog at all.

Some libraries reported getting collections formerly stored in basements, into shape and cataloging begun.

Question 4: What classification is used for documents?

- (a) Is the Superintendent of Documents (checklist) classification used?
- (b) Is it practical, economical?
- (c) What changes are suggested?

While it would seem that documents are more frequently classified than cataloged, the returns show that the two are about equal in practice. The majority of libraries, large and small, use the Dewey Decimal Classification, if government publications are classified. One hundred thirty-five reported using the Decimal Classification, placing documents with books. A growing number of libraries, both large and small, are using the Superintendent of Documents classification, some thirty in all, with eleven additional libraries using both the Decimal Classification and the Superintendent of Documents schemes, and fourteen libraries, not numbering their official publications, are arranging them alphabetically by department and bureau, as shown in the *Monthly Catalogue of U. S. Public Documents*; in two cases alphabetical sequence by bureau or division, disregarding department relations, is followed, and the librarians have expressed themselves as satisfied with this arrangement. Several libraries classify by subject and not by number representing subject, usually the custom for vertical files.

When duplicates are used as circulating documents, both classifications are used, e.g., reference documents in the Document Department by the Superintendent of Documents classification, and the circulating by the Decimal Classification. Eleven libraries reported this combination, and three reported using the Cutter **Expansive Classification**, while several spoke of purely local schemes.

Indications are that the Superintendent of Documents Classification is liked, and has been found to be a practical and economical shelf arrangement, the "best available" for the U. S. publications in large

libraries; only one or two librarians spoke against the scheme. The changes suggested are few and indicate that a simpler number without "superior" figures or letters will be most acceptable. One librarian suggests "A permanent number for serials regardless of bureau or department changes, and some change in notation which would permit intercalation of new bureaus in alphabetical order." More than one librarian suggested new supplements to the *Checklist* and a subject index.

Question 5: How are pamphlet documents kept? (On shelves, in boxes, in vertical files?)

Pamphlet documents are kept in the three ways mentioned. One hundred eighty-one libraries reported "on shelves"; one hundred fifty-three in various "pamphlet boxes"; and one hundred three in "vertical files." Forty-four libraries combine all three methods, using vertical files for duplicates, "small" pamphlets, "newest" pamphlets, and "odd" pamphlets. Various kinds of pamphlet boxes are in use, and for shelves—binders, holders in great variety to hold the soft covered leaflets and bulletins. Bound volumes of pamphlets are arranged on shelves also. Several libraries have "pamphlet drawers" (not files), several find letter-box files convenient, and some simply store documents in the basement. In this last dark bit of information there is a ray of light for "they are coming up," evidently as the cost of library living goes "down," and "they" are being "sorted, classified and cataloged." It must be a ghostly matter doing library work with the consciousness of stacked bags and piles of unpacked volumes and pamphlets beneath one, entirely unusable, when every library worker needs all the printed help obtainable these days! I don't wonder that one librarian said he would "like to set fire to the whole mass as the easiest way out" (and I presume he meant to add "and start all over again").

Question 6: Are documents circulated?

- (a) Are circulating documents kept separate from main collection of books or reference documents?

(b) How are copies obtained for circulation?

(c) How prepared for circulation (covers, pockets, etc.)?

In response to this question one hundred fifty librarians reported that documents circulate; sixty-one additional reported limited circulation privileges; twenty-five more that "special documents" circulate upon "request." These reports make a total of two hundred thirty-six libraries with circulating privileges, or eighty per cent of libraries replying to the questionnaires.

In connection with this question a most interesting situation was brought to light, that only three librarians of depository libraries said definitely that they could not circulate because of the "law and contract" with the Government, and twelve simply reported that documents did not circulate. Other depository librarians said that bound volumes of interest went into the regular collection of circulating books upon being cataloged and classified; others reported circulating duplicates only, and "all not marked reference." It may be noted then that quite generally the law regarding the care of depository documents has been interpreted in the "spirit" and not the "letter," as demand and opportunity have come from the community. This is indeed an interesting situation, and brings up the fact with a good deal of emphasis, that the old law is practically obsolete, a "dead letter" and that it should be given "life" through being amended so as to conform to the spirit of the day and common practice.

Section *a* brings out the fact that sixty-two libraries keep circulating documents separate. In most cases these are not circulating collections by name, but material shelved separately because not classified, different classification, or filed in vertical files. One hundred forty-one libraries put circulating documents in regular circulating collections; fourteen use both methods, usually bound volumes with circulating collections, pamphlets with reference files or pamphlet files, but circulating copies marked "circulating copy."

Section *b* was the most misunderstood question of the eighteen asked, and received comparatively few replies. Many thought that it referred to the method of obtaining circulating copies by the borrower, instead of for the library. Seventy-five librarians mentioned requests to bureaus, or department mailing lists, as sources of material; thirty-five appeal to congressmen and senators; forty-three purchase additional copies if unobtainable as gifts; while eighteen reported "gifts," which I have interpreted as from individuals and libraries, etc. One librarian with a sense of humor replied "Begged or bought, seldom stolen." Requests to bureaus and departments, appeals to congressmen and purchases are then the three principal ways of acquiring circulating material, other than the depository shipments from the Superintendent of Documents. Only a few replies brought out the point in which I am particularly interested—the salvage of circulating material from the community, e.g., the discarded copies of gift or purchase, duplicates or discarded material from libraries, business houses, newspaper offices, etc. I cannot help thinking that the few libraries which reported obtaining extra copies through "gifts" have many companions, but perhaps it is not "good form" to let it be known that we are using "cast offs!" However it is a strong point, and I am a bit disappointed that this question did not reveal more "savings" along this line, for behind it stretches an economic problem with strings leading not only to Government distribution, but also to the individual citizen and his relation as a donor to his library.

Section *c* on the preparation of circulating material offered the opportunity for a great variety of suggestions, methods and problems, and the exhibits sent gave evidence that emergency war days spelled efficiency in the interests of economy in money and time, in this also. Binders, Gaylord's or similar ones, are popular, but rather expensive, and are neat and wear fairly well; softer covers of manila and red rope, and even heavy wrapping

paper are also in use; backs of scratch pads and common twine have proved their worth, and old heavy envelopes used by the Government are carefully saved and used to hold a circulating pamphlet or two. Some material is bound, usually in the larger libraries; packets called "Package Libraries," simplify preparation, as does the placing of several bulletins on the same subject in the same binder. Pockets, book cards, dating slips, and stamping with the library name stamp, and "Circulating Copy," are usual. Many libraries, however, circulate without any preparation, and use a temporary charging slip, or an envelope prepared with a pocket and card on which is charged whatever pamphlet is issued, which is placed within the envelope for protection and record. The samples sent to the Committee for the exhibit expressed the use of much ingenuity and the utilization of common materials.

Question 7: What changes in covers, printing, and decoration of covers would simplify and lessen cost of preparation for circulation?

It is the consensus of opinion that heavier covers are needed for many pamphlets, without digest or printed matter on inside of cover, placing this valuable information where it can be readily used and not lost with the pasting in of pocket, etc. In addition the following suggestions have been offered by one or more librarians as conducive to saving the library's funds, and also adding an incentive to popular use of publications: That

Dark covers require labeling and so add to expense of preparation.

Bureau or department as well as bulletin, series, and number should be placed on cover, if possible in a fixed location.

Short attractive titles should be chosen for publications.

Covers should be fastened securely to text with more than glue.

Uniformity in size would be helpful.

Farmers' Bulletins should have a uniform place for official designation and title, placed near top where it can be seen in a vertical file, and a white space left on the covers for call number.

More difference be made in color and

decoration of covers of the publications of the Children's Bureau and the Bureau of Labor Statistics.

A short catch-title be put on back cover to be used when making out charging slips.

The title be put on back of volume when size permits.

More attractive and durable bindings be used for some bound volumes.

Plain heavy covers be used, and re-inforced.

Series covers shall be uniform for same series.

Number of the Superintendent of Documents classification be printed in upper left-hand corner.

"Some provision should be made in view of the increasing use of documents in libraries, so that libraries might receive their copies reinforced or in board covers, carrying on the outside front some such attractive design as is now being printed on Farmers' Bulletins."

Several librarians testify that "publications are very well as they are."

Question 8: What people use circulating documents?

The replies to this question indicate that high-school students (principally boys) lead as users of circulating documents, with business men a close second, and call attention to the fact that this forecasts a great increase in the demand to be made upon public libraries in the near future, when the boys of today have become the business men and active citizens of tomorrow. This makes necessary immediate preparation to meet the opportunities of this service, which will increase the prestige and widen the scope and influence of the community library.

Among the users, varying according to locality, are:

Club women,	Mothers,
Chemists,	"Oil men,"
Cooks,	School children,
Farmers,	Scientists,
Housekeepers,	Social workers,
Inventors,	Teachers,
Lawyers,	"Agricultural dream-
Manufacturers,	ers" (?)
Mechanics,	"Average readers,"
"Serious minded people of all sorts, principally men,"	

and a new class called "Irrigationists," and the subject is summed up briefly and pointedly by one librarian who wrote "Men dote upon them; most women hate them!"

Question 9: What publicity methods are used to increase use of documents?

Publicity methods narrow down to the following:

Newspaper lists and notices of new or special documents.

Bulletin boards.

Special exhibits and displays.

Annotated lists of new documents in the monthly or quarterly library bulletins. Document work or collections mentioned in annual reports.

Personal recommendation through reference work.

Display on Reading Room tables or cases.

Pamphlet cases at Loan Desk.

"Enticing" posters picturing special subjects of circulating documents.

Book lists.

Document reviews at Branch Library "Book meetings."

Documents on "open shelves."

Free distribution of duplicates.

Many libraries answered the question with, "treated just like books." One librarian said under this heading, "*The Boston Public Library News Notes*. Nearly all document reviews, and which is such a splendid help to all of us document workers."

Question 10: What documents are needed in popular form?

The answers to this question cover nearly the whole range of knowledge and as one librarian aptly summed it up, "All that can be of use to the average man or woman." Americanization material is especially desired; various new editions; material for schools, and to supply the demand from the children of the grammar grades—a most important field. A new note is struck by another when she says, "I would suggest that labor bulletins (free from statistics and as friendly and suggestive as the farm bulletins) are needed to promote a friendly feeling among working people toward the government. The Government should talk directly and constantly to the class that the agitator meets."

The answers sent in will be carefully tabulated for future use, as they constitute an exceedingly valuable key to the needs of libraries, and the requirements of various communities, and offer practical suggestions for forth-coming publications of the Government.

Question 11: Distribution of Government publications to libraries (please give suggestions and criticisms).

This question gave the opportunity for a wide range of suggestions, many of them asking for radical changes in present methods of distribution, and most of them of vital importance to progress in the popular use of documents by libraries. Many of these answers are from small libraries, depositories against their wills and overwhelmed by the mass of incoming material, with no system for assimilation. Such a situation is more than detrimental for it breeds antagonism to documents among the members of the staff, or, in the breast of the staff (of one member). On the other hand larger libraries complain that they do not receive "what they want" freely, without asking, and without appeal to congressmen or committee chairmen, such publications as hearings on popular bills, press releases, department publications for official use only, reports of special commissions, *Congressional Record* (unbound edition) slip laws, Senate and House documents and reports in slip form, and many other publications of great importance to libraries but not of popular interest.

Eighteen depository libraries suggest choosing publications according to the library's needs, eliminating those not useful to the community. Three almost wail that "many valuable ones are not sent" and they "want them." One suggests that depository libraries be cut down to four or five to a state and the Government provide for the housing; one has an elaborate plan by which all Government documents with those of states and cities shall be housed, preferably in the state library, subject to the call of any library in the state. I presume this refers largely to the sets

which are not popular but valuable, and which are kept for infrequent use, but which are often one of the most expensive problems of a library.

"All libraries who subscribe to *Readers' Guide* should be on the free mailing list to receive all documents indexed." Twenty-five or more depositories request more "promptness" in delivery and "more frequent," with "protected invoice" accompanying; one, that the serial number for the Congressional set and the volumes be received at the same time; another that it be printed on the backs of volumes as formerly. Several intimate that they had given up being depository libraries because of the volumes they received which were "not useful." One asked about the plan of the Superintendent of Documents, proposed several years ago, asking depositories to check what they wanted, and inquired as to what had become of the suggestion. One wishes that it were possible to obtain back numbers without purchase. Sixteen suggest that distribution is "too liberal, really extravagant. Part of paper, time and money used might be better employed." One suggests that depositories be divided into three grades to meet the needs of various size libraries: the first to receive all hearings, advance sheets, press releases, *Congressional Record* (unbound), etc.; the second to receive all series now included which are popular; the third to be limited to the very popular sets and to a certain cost limit per year. Choice to be made by library.

Non-depository libraries voice their problems and suggestions as follows: "One central distributing agency with a special division for library service is needed," to eliminate the situation depicted by one librarian, who says, "Nothing could be more wasteful of time and energy or more haphazard than the present system by which a library which is not a depository now obtains documents by writing to the Bureau and possibly being referred to the Superintendent of Documents, or by writing to representative or senator and asking as a favor for some pamphlet which should either be obtained directly, or, if necessary,

paid for—all this entails endless and useless correspondence—any simple, business-like method would be preferable." Evidently there is too much machinery about ordering, and this is strongly felt by those depositories which ask for duplicate copies for circulation, and it has been recommended that departments be allowed to send duplicate copies freely and promptly. Eight librarians voiced the sentiment, a growing one, that public libraries should be entitled to any document desired, free. Nine suggest department checklists for ordering (similar to those now issued by several departments, I presume); several speak of the helpfulness of ordering from the *Monthly Catalogue of U. S. Public Documents* and the *A. L. A. Booklist*. One suggests that all public libraries be allowed charge accounts, as simpler and more convenient to the library than the present system of coupons or cash, but this would entail much more work for the Superintendent of Documents Office. Four protest against the delay in answering requests. One suggests that publications should come in regular order; another, that publications on similar subjects should always be issued by the same bureau or department. Two are in favor of distribution by congressmen, as "They always get practically everything for us free of charge," but more librarians make a warm protest against this custom. Again the establishment of a bureau is asked for, which shall do what the U. S. Food Administration and later, the Library Information Service under the Bureau of Education, did for the libraries of the country—a service which shall "keep libraries in touch with useful material." One librarian suggests that some "medium sized library tell of documents of interest which are being issued." (Does such a library volunteer?) One sums up by saying, "We find useful, for the most part, the various books and pamphlets which are sent to us," another writes, "I do not wish to make this criticism without also recognizing the great amount of good work already accomplished by those in charge of the issue and distribution of U. S. documents;" and I believe

most librarians heartily second this statement. The feeling of the majority is voiced by another librarian who says, "All libraries need documents."

Question 12: What have been the results to your library of the popular use of documents?

This question brought in the following practical results, which have been grouped so as to bring out any financial phases:

"They have been used as books on special topics at little cost to the library."

"Releases book fund for other books on subjects not covered by up-to-date documents. Stimulates interest in Government activities."

"They are a tangible dividend from our Federal taxes."

"Increased interest and appreciation of the library and its service to the community. Increased number of cards issued to business men, and general satisfaction that documentary material can be obtained for convenient use at the office, home and school. The results are gratifying but difficult to enumerate, but it is felt that in advocating the popular use of government publications, the library has added in large measure to its own usefulness and popularity, and is filling a need but partially satisfied before."

"Raises standard of library."

"Good advertising for the library."

"Bringing some people to the library who would not come otherwise."

"Our patrons are constantly using documents in preference to other material."

"We esteem them highly, find them of practical service and by means of them answer questions that would otherwise be unsatisfactorily treated."

"Important adjunct to collection and steadily increasing in public appreciation."

"Gives public confidence and strengthens reference service."

"Adds to our prestige as a source of information."

"Fully one-half of our reference work is accomplished with documents."

"The public seems to be waking to the

fact that the Government is printing good material on most subjects, and so expects more material than can be supplied. The use is increasing gradually, and the confidence that people place in Government publications is remarkable."

"Enables us to furnish information on topics of current interest which are not adequately treated in books."

"We couldn't keep house without the bulletins of the Bureau of Education, Farmers' Bulletins, etc."

"Better service to the public."

"Increased circulation."

In closing this report there must be added a subject which is daily growing of more importance in document work, especially the popular phase of it, and which was introduced by several librarians into their replies, and that is the attitude of the library staff to the use of documents. One librarian says, "Lack of enthusiasm for documents among members of the staff is the greatest handicap. It ought not to be, of course." Another writes, "You have not touched upon one problem which, in four libraries that I know, is a serious handicap to the use of documents, that is the delay and reluctance of assistants in deciding how each piece of material shall be treated, and having it recorded, reinforced or marked, and placed where the readers will actually be likely to use it." A third librarian sums up the subject briefly by saying, "Documents can be made more useful if in the hands of some one who knows their value, than by any other means." These statements show the necessity of special training for document work, not only for the technical knowledge of documents but more especially in the social use of them. No assistant who "dreads" a document and looks upon one with "horror" can do efficient work with them. Where is the blame? Is it not in some of the present methods of training, or rather, lack of training? Have we, ourselves, caught the real significance and basis of document work—its relation to the welfare of the

nation and to the development of a loyal, intelligent citizenship? Have the assistants been inspired with belief in their own work? That must come first, the rest will follow. The personal interest must be aroused through personal help received from the governmental publications, and every bit of knowledge thus received must be used for another's need. That is the

secret of interest in documents, and the foundation of their popular use.

Respectfully submitted,

SUB-COMMITTEE ON THE POPULAR
USE OF DOCUMENTS,

JESSIE M. WOODFORD, Chairman,

Following discussion of the above report
the meeting adjourned. H. H. B. MEYER,
Chairman.

SCHOOL LIBRARIES SECTION

First Session

The first session of the School Libraries Section was called to order by the chairman, Martha C. Pritchard, Teachers' College, Detroit, Michigan, who gave the opening words of welcome. The following committees were then appointed: a Nominating Committee and a Committee to Draft a Formal Statement of the Scope and Duties of the School Library Section.

The secretary was instructed to read the formal statement entitled *LIBRARIES IN EDUCATION*, published in the *A. L. A. Bulletin* for May, 1921. (See also p. 166.) The section voted to send to the N. E. A. the endorsement of the School Libraries Section of this statement.

HARRIET A. WOOD, chairman of the Educational Committee, then explained the work which was being done generally to get co-operation between school and library authorities. At the conclusion of these remarks, the chairman spoke of the advisability of strengthening this contact by means of a recruiting committee for school librarians and for the training of such recruits. After open discussion it was voted that the chairman appoint such a committee. At a later meeting the following committee was appointed: Mabel Williams, Director of Work with Schools, Public Library, New York City; Mildred Pope, Supervisor High School Libraries, Seattle, Washington; Rachel Baldwin, Librarian, Deerfield Shields Township High School, Highland Park Ill.; Jasmine Britton, Librarian, Elementary School Library,

Los Angeles, Calif.; Mary C. Richardson, Head of Library Department, State Normal School, Geneseo, N. Y.

Winifred E. Skinner, librarian of Pasadena High School, read a paper on *THE SCHOOL LIBRARIAN AS AN ADMINISTRATOR*. Miss Skinner emphasized the idea that the reputation of a school librarian depends largely upon her ability as an administrator and that as a foundation for this work she needs to be an eager student of education in all its newest developments. Further, she should be an observer of such developments in her own particular school so that she can anticipate special needs and deal with them intelligently. In addition, she must exercise her imaginative powers continually and let idealism permeate her policies.

The second paper, read by Dr. Sherman Williams of the New York State Education Department was *WHAT THE SCHOOL EXPECTS OF THE SCHOOL LIBRARIAN*. Dr. Williams felt that the dominant purpose of the school library should be to train boys and girls so that when they leave school they will continue their library usage in the public library, not only for pleasure reading but for serious study. A secondary purpose is to give life to formal textbooks by means of collateral and supplementary reading. Direction in the matter of reading must not be left to the teacher, who is usually unfamiliar with books which should be recommended, but should be given by a librarian who learns to know the pupils individually and can select reading determined by the personal